

CONTRACT DATA REQUIREMENTS

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
CDRL C.1-1	Contractor Personnel Listing	C.1.2.2	Annually	Within 15 days after the beginning of the FY
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
Within 30 days after contract performance start date.	Annually or as changes to the Contractor's personnel occur	Original and one copy to the Contracting Officer or designated representative	The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	None

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
CDRL C.1-2	Cost Tracking Report	C.1.19	Monthly (by the 15 th of the month for previous month's data)	1 Jan 2005
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
Report will be due within 90 calendar days after the modification is issued.		Original to CDR. DRM. G8	Contractor format with Government required fields. Electronic or paper copy acceptable.	None

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
Submittal 1-3	Contractor's Active Military Reserve Component Roster	C.1.6.5	Updated as employees' military reserve status change, employees leave the Contractor's employment, or as new employees are hired by the Contractor.	30 days after the contract start date.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days after the start date of this contract	As changes in Contractor's personnel change.	Original and one copy to the Contracting Officer (KO) and designated representative	The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	None

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-4	Standing Operating Procedure	C.1.7.2 and C.5.1.4.5.3	Annually or as changes to the plan are requested and approved	NA
DATE OF FIRST	SUBSEQUENT	DISTRIBUTION	PREPARATION	REMARKS

SUBMISSION	SUBMISSIONS		INSTRUCTIONS	
At the beginning of this contract performance period.	Annually after first submission or a changes to the SOP are submitted and approved	Original to DOL Supply and Services Activity Representatives, copies to the affect sub-office and their customers, copies to the Contracting Officer or designated representative.	The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	None

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-5	Standing Operating Procedure	C.1.7.2	Annually or as changes are submitted and approved	NA
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
At the beginning of this contract performance period.	Annually after first submission or a changes are submitted and approved	Original to DOL Transportation Activity Representatives. Copies to sub-office's and their customers. Copies to Contracting Officer or designated representative.	The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	None

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C.1-6	Standing Operating Procedure	C.1.7.2	Annually or as required by contract reference paragraph	NA
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
At the beginning of this contract performance period.	Annually after first submission or a changes are submitted and approved	Original to DOL Maintenance Activity Representatives. Copies to affected sub-office's and their customers. Copies to Contracting Officer or designated representative.	The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-8	Contractor's Safety Plan	C.1.10.2	Reviewed and updated annually, and submitted at the start of any option periods exercised.	
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
Submit plan at the beginning of the base period.	Annually and at the beginning of any Contract option periods exercised or as changes to the plan are submitted and approved.	Original and one copy to the Directorate of Contracting and the Contracting officer's designated representative.	The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-9	Contractor's Fire Prevention Plan	C.1.10.3	Reviewed and updated annually, and submitted at the start of any option periods exercised or as changes are approved.	NA
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
Submit plan at the beginning of the base period.	Annually and at the beginning of any Contract option periods exercised or as changes are approved.	Original and one copy to the Directorate of Contracting and the Contracting officer's designated representative.	The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-10	Contractor's Information Security Plan	C.1.11	Reviewed and updated annually, and submitted at the start of any option periods exercised or as changes are approved.	NA
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
Submit plan at the	Annually and at the	Original and one copy to	The Contractor's	None

beginning of the base period.	beginning of any Contract option periods exercised or as changes are approved	the Directorate of Contracting and the Contracting officer's designated representative.	submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	
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DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-11	Cost Data Report	C.1.17	Submit every 2 weeks with invoice.	First 2 weeks after the start of the contract
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
First 2 weeks after the start of the contract	Submit every 2 weeks with invoice.	Original and one copy to the COR and Directorate of Contracting.	The Contractor shall use the format on the next page.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-12	QMS Internal Audit Report	Paragraph C.1.18	Annual	NA
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days from date of initial formal annual internal audits	30 days from date of subsequent formal annual internal audits	1 to DOL, Contract Management Division, 1 National Logistics Quality Office	The Contractor's submittals shall be typed on letterhead or plain white paper. Report shall	None

			be submitted via e-mail as a “.pdf” attachment.	
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DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-13	Minutes to Record Periodic Performance Meetings with COR	C.1.14	Within 3 working days after each subsequent meeting following the initial meeting.	NA
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
Three workdays after the initial meeting during the first week of contract performance.	Weekly during the first 30 calendar days of performance and then quarterly and as directed by the COR.	Original and one copy to the Directorate of Contracting and the Contracting officer's designated representative.	The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	None

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-14	Activity Based Costing (ABC) workload data		Monthly	30 days after the start of this contract.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days after the start of this contract.	Monthly	Original and one copy to the COR/designated	IAW Government provided format.	None.

		representative.		
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DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.1-15	Service Based Costing (SBC)		Every Federal Fiscal Year (1 Oct-30 Sep).	Data shall be as of 30 Sep of every federal fiscal year.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
First working day in February for prior fiscal year.		Original and one copy to the COR/designated representative.	The contractor shall use the format on the next page.	Should contractor operations begin during 1 Oct – 30 Apr, initial SBC data shall be submitted by the Contractor within 15 days after the end of the third month of contractor operations. The SBC data shall cover the first three months of contractors operations. The as of date shall be the last day of the first three months of contractor's performance. The initial SBC data submission does not preclude the yearly submission required at the end of the fiscal year.

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REQUIREMENT NUMBER		REFERENCE		
C.3-1	Contractor's Energy Conservation Checklist APVZ Form 102		Monthly	As of the start date of this contract
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
Date of this contract	The first week of the new month.	Original to the COR	IAW Section 7, TE C.3-7, Government Format	None

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-1	Weekly Supply Summary Report		Weekly	30 days after the start of this contract
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days after the start of this contract	Prepared on the first workday of each week	Original to Logistics Business Center	Follow current AIS Government format	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-2	Inventory Adjustment Report (IAR)		IAW AR 710-2 as inventories are completed	As required.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
As required	within 2 workdays after inventory completion	Original copy to PBO and 2 copies to COR	The Contractor shall submit the IAR after completing inventories	None

			and adjustment results IAW AR 710-2.	
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DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-4	Annual Bottoms-Up Reconciliation Report		Annually	30 days after the start date of this contract
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
The first September after contract start date.	Annually during the month of September.	2 Original copies to the AO and 2 copies to the COR.	Instruction IAW AR 710-3.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-5	Reports of Discrepancy (ROD)		As required	As required
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
within 1 workday of identification of the discrepancy	As identified.	IAW DA Pam 710-2-1	None.	

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-6	Administrative Adjustment Report (AAR), DA Form 4949		As required after inventories are performed.	As required after inventories are performed.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
As required after inventories are performed.	As required after inventories are performed.	Original copy to PBO.	The Contractor shall prepare a DA Form 4949 IAW AR 710-2.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-7	Financial Liability and Investigation of Property Loss (FLIPL)		As required	As required
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
As required	As required	Original copy to PBO.	IAW AR 710-2 and AR 11-7	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-8	Food Cost and Feeding Strength Summary		Monthly, 10 th workday after the last day of each	As of the start date of this contract.

			month.	
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days after the start date of this contract.	By the 3 rd workday of each month.	Original copy to TISO.	IAW AR 30-18	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-11	Summary of Operations Report		Semi-Annually	As of the start date of this contract.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days after the start date of this contract or within 8 workdays after the last day of each June and December	8 workdays after the last day of June and December	Original copy to PBO.	IAW DA Pam 710-2-1	

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-12	On-Hand Balance Report for OCIE		Monthly	30 days after the start date of this contract
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
Within 30 days after the start date of this	The 2d workday of each month.	Original copy to PBO.	The Contractor shall prepare and submit the	None.

contract.			report to the PBO no later than close of business the 2 nd workday following each month. The Contractor's submittal shall be typed on standard letterhead or white paper or on a CD in MS Word or other approved application as approved by the Contracting Officer.	
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DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-13	SAAS MOD Report		Daily	As of the start date of this contract.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
As of the start date of this contract.	Daily	Original to SRO and 2 copies to COR.	The Contractor shall process the transaction report to SASS 1/3 IAW DA Pam 710-2-2, SAAS-MOD user manual and HQ USARPAC instructions. The Contractor shall submit the transaction report daily using the automated end-of-day process.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.1-14	Training Ammunition Management Information System (TAMIS) Report		Daily	As of the start date of this contract.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
As of the start date of this contract.	This report will be submitted daily.	Original copy to SRO, 2 copies to COR.	The Contractor shall process the TAMIS report weekly IAW DA Pam 710-2-2. SASS-MOD end user manual and HQ USARPAC instructions.	

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.2-1	Weekly Transportation Summary Report		Weekly	30 days after the start of this contract.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days after the start of this contract.	Prepared on the first workday of each week.	Original to Logistics Business Center.	Follow current AIS Government format.	None.

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C.5.2-2	Non-Tactical Vehicle (NTV) Usage Report		Monthly	As of the start date of this contract.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
As of the start date of this contract.	This report will be submitted 5 workdays after the close of each month.	Original copy to ITO, 2 copies to COR.	The Contractor shall process the NTV report monthly IAW message HQ, USARPAC, APLG-TR, dated 18 Aug 90.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.3-1	Weekly Maintenance Summary		Weekly	30 days after the start of this contract.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days after the start of this contract.	Prepared on the first workday of each week.	Original to Logistics Business Center.	Follow current AIS Government format.	None.

DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.3-2	Monthly Maintenance Report		Monthly	Due within 3 workdays of the next month.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
30 days after the start date of this contract.	Within 5 workdays after the 16 th of each month.	Original to Logistics Business Center.	The Contractor shall utilize a format approved the Government. The	

			Contractor shall submit this report on letterhead, or plain white paper using any of the government approved software applications such as MS Office suite. The report shall be either a word document or a graph format and include all of the required data. The Contractor shall submit a first report to the government for approval and adjust the report IAW the Government's recommended changes.	
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DATA REQUIREMENT NUMBER	TITLE	CONTRACT REFERENCE	FREQUENCY	DUE DATE
C.5.4.1	Financial Liability and Investigation of Property Loss (FLIPL)		As required.	As required.
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
As required.	As required.	Original copy to PBO	IAW AR 710-2 and AR 11-7	

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REQUIREMENT NUMBER		REFERENCE		
C.5.4.5.11	PTA Weekly Operations Summary Report		Weekly	14 June 07
DATE OF FIRST SUBMISSION	SUBSEQUENT SUBMISSIONS	DISTRIBUTION	PREPARATION INSTRUCTIONS	REMARKS
14 June 07	Submission on the first work day of each week.	Distribution shall be paperless, electronically via email to COR, alt COR, Ammo SRO, Transportation SME and SSA SME.	The report shall be in MS Word, Font size shall be between 11-13 pt. Tables shall be used to report specific data for each functional area.	In the event of a Federal Holiday falling on the submission date the report shall be due the first workday following the Holiday.

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